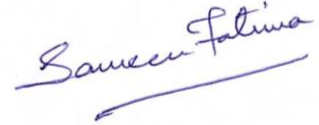


AU/Admin /Circular/2021-22/

Date: 07.12.2022

**CIRCULAR**

The Governing Body has approved the enclosed Anurag University Human Resource Policy Manual, for implementation with immediate effect. The Deans/ Heads of the Departments/ HR are requested to intimate the same to the staff for information.



(Dr. S. Sameen Fatima)

Registrar

To

All Deans / Heads

Copy to:

1. Chief Executive Officer
2. AO / HR
3. PA to the Registrar & VC
4. Website

# ANURAG UNIVERSITY

## HUMAN RESOURCE POLICY MANUAL



(Established under the Act No. 13 of 2020 as per the Telangana State Private Universities Act, 2018. Sponsored by Gayathri Educational & Cultural Trust)

**Venkatapur (v), Ghatkesar (M), Medchal - Malkajgiri (Dist.)  
Telangana – 500 088**

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# **1. ABOUT THE UNIVERSITY**

## **1.1 BACKGROUND**

The Gayathri Educational and Cultural Trust (GECT) founded by ‘Guru’ Sri Sivananda Murthy Garu in 1982 with the objective of imparting quality education.

During 1990’s the Trust established Lalitha Degree College at Nampally, Hyderabad with Undergraduate Courses – B.A., B.Sc., and B.Com. Ever since, the GECT has established colleges offering Engineering, Pharmacy, Education, Management and Computer Applications programs.

The Anurag Group of Institutions (AGI) is one of the first few integrated campuses of South India established in 2002, offering programs in Engineering & Technology, Pharmacy and Business Management.

Anurag Group of Institution transformed into Anurag University, established as per the Telangana State Private Universities (Establishment and Regulation) Act 2018 (Telangana Act No.11 of 2018), under Brownfield category.

## **1.2 VISION**

To be a leading University that provides transformative education and research to create leaders and innovators of tomorrow and to expand frontiers of knowledge for the betterment of society.

## **1.3 MISSION**

To prepare students to think creatively, broadly, critically and create an ecosystem for innovation and entrepreneurship from which the leaders and innovators of tomorrow emerge.

To create an interdisciplinary ambience to understand and solve real-world problems thereby contributing to the growth of the nation and humanity.

To build relationship with industry, research organizations and academia to strengthen the ecosystem.

## **1.4 QUALITY POLICY**

Anurag University is keen on promoting the Research and Development activities. The University has established various Research Centers with the support of best-in-class and Research Infrastructure which are being operated by subject matter experts.

## **1.5 OBJECTIVES**

To provide an excellence in fundamental research as well as the development of innovative technologies for the future.

Anurag University is committed to the pursuit of excellence in research and aims to achieve international recognition through inter-departmental and inter-institutional collaborative research programs across the spectrum of Agriculture, Sciences, Management, Social Sciences, Pharmacy, Engineering, Technology, Medical Sciences and Law.

To develop human resource of excellence suitable for global requirements.

To build a rich intellectual and research potential embedded with interdisciplinary knowledge, human values and professional ethics among the students, scholars.

To generate industry-institute synergy for shaping technical education to meet the requirement of industry.

To provide a quality research training experience for its students.

To encourage young faculty of the University towards research by providing seed funding and other monetary benefits.

## **2. PRELIMINARY**

### **2.1 PRELIMINARY**

These rules are called “Anurag University Human Resources Policy Manual” come into effect from the date of approval by the Governing Body.

The faculty shall adhere to the rules/regulations/responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. Non- adherence or non-compliance to the rules, regulations and responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employees/faculty members. These service rules will supersede all other earlier service rules framed.

This may be called the “Anurag University Human Resources Policy Manual”, Hyderabad.

### **2.2 APPLICABILITY**

- a. The Board of Management of the Anurag University shall have the authority to modify, amend, add and delete any of these rules.
- b. A copy of this Employee Service Manual will be made available to all employees on appointment. The employees will be notified of revisions as policies or procedures change.
- c. The rules shall come into force on such a date as the Board of Management may, by a resolution, decide
- d. The rules contained in this manual shall be applicable to all employees of the University.
- e. In the case of persons appointed on honoraria, or on a part time basis, or on contract, the applicability of this manual shall be subject to such special terms and conditions as may be decided by the Board of Management from time to time.
- f. These rules shall not apply to employees who are appointed on contract basis and or from any other organization excluded from the purview of this manual.
- g. However, the code of conduct shall apply to all without exception.

### **3. AUTHORITIES AND BODIES OF THE UNIVERSITY**

#### **3.1 SPONSORING BODY**

- a. Chairman
- b. Managing Trustee (Ex-officio) – Chief Executive Officer
- c. Three Trustees

#### **3.2 GOVERNING BODY**

- a. Chancellor (ex-officio) - Chairman
- b. Vice-Chancellor (ex-officio)
- c. Special Chief Secretary/Principal Secretary/Secretary to Government in-charge of Higher Education Department -Government Nominee (ex-officio)
- d. Members to be nominated by the Sponsoring Body who shall be eminent people of standing in the fields of education/research/industry/management/finance/science & technology/public administration/ medical sciences /law
- e. The Registrar (ex-officio) - Member Secretary, with no voting right

#### **3.3 BOARD OF MANAGEMENT**

- a. Vice-Chancellor (ex-officio) - Chairman
- b. Up to one-fourth members of the Board of Management, to be nominated by the Sponsoring Body
- c. Persons from amongst the Heads of Departments of the University, to be nominated by the Sponsoring Body
- d. Eminent persons from the field of Engineering, Education, Management, Finance and Law, Science and Technology, Medicine, Architecture, Design and Public Administration or such other subjects, who are not the members of the Governing Body, to be nominated by the Sponsoring Body
- e. The Registrar (ex-officio) - Member Secretary, with no voting right

#### **3.4 ACADEMIC COUNCIL**

- a. Vice-Chancellor (ex-officio) - Chairman
- b. All the Deans (ex-officio)
- c. All the Heads of the Departments (ex-officio)
- d. All the Chairman Board of Studies (ex-officio)
- e. Four members to be nominated by the Governing Body who shall be eminent persons from the fields of Education / Research / Industry / Management / Finance / Science & Technology / Public Administration

- f. Student members will be nominated to the Academic Council, the number, category and period shall be specified by the Board of Management. The student members will not have voting right
- g. Two faculty members to be nominated by the Sponsoring Body for a period of two years as may be specified.
- h. Chairman has authority to nominate not more than two special invitee(s) from the faculty members, other than nominated by the Sponsoring Body
- i. Registrar (ex-officio) - Member Secretary

### **3.5 FINANCE COMMITTEE**

- a. Vice-Chancellor – Chairperson
- b. Registrar – Member
- c. Two members nominated by the Trust and
- d. Chief Finance and Accounts Officer- Member Secretary (with no voting right).

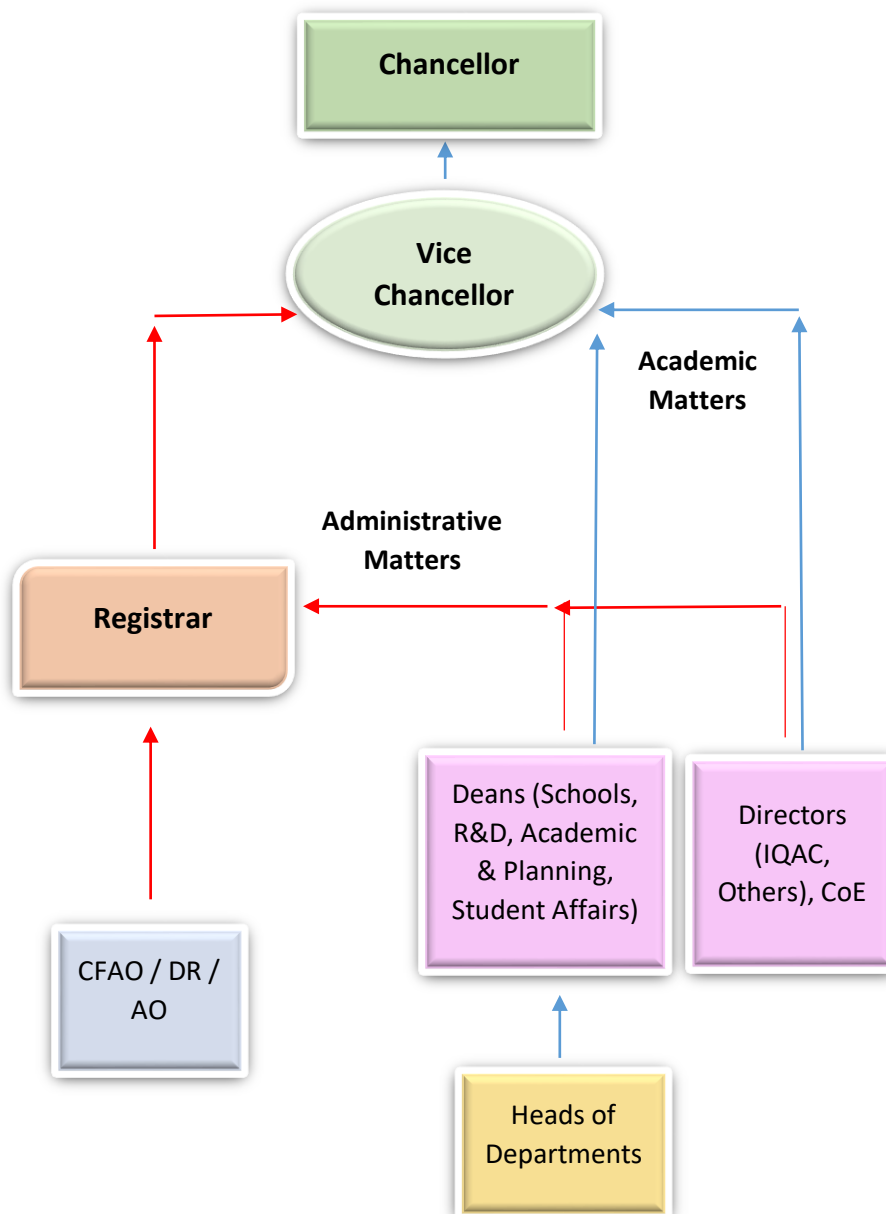
**Note:** Functions and powers of the Authorities and Boards as specified in the Statutes



## 4. OFFICERS & ORGANIZATION STRUCTURE OF THE UNIVERSITY

- a. Chancellor
- b. Vice-Chancellor
- c. Registrar
- d. Chief Finance and Accounts Officer
- e. Dean / Director
- f. Head of the Department
- g. Controller of Examinations; and
- h. Such other persons in the service of the University as may be prescribed from time to time.

### Organization Structure of Anurag University



## **5. FUNCTIONS OF THE TEACHERS**

### **5.1 TEACHING**

- a. The primary responsibility of a teacher of the University is to teach and prepare the students for the challenges in professional career and life
- b. Management of attendance and review the performance of students
- c. Upgrade skills, tools, industrial application knowledge, etc. to disseminate to students
- d. Guiding student projects and evaluation
- e. Facilitate organising technical events at the institution
- f. Active participation in co-curricular and extracurricular activities
- g. Counsel students for academic, personal and overall development.

### **5.2 EVALUATION/ ASSESSMENT**

- a. Participate in University examination process including question paper setting, invigilation, supervision, evaluation, scrutiny, moderation and any other as may be assigned.
- b. Preparing/reviewing question papers and monitoring assessment

### **5.3 RESEARCH AND DEVELOPMENT**

- a. Produce Research Publications
- b. Conduct Research in frontier areas of Knowledge and supervising UG/PG students and Research Scholars
- c. Conduct sponsored research/Industrial consultancy and others projects
- d. Upgrading qualification, experience and professional activities

### **5.4 COURSEWARE, CURRICULUM DESIGN AND DEVELOPMENT**

- a. Development and or review of new course(s) and courseware
- b. Create and update or review of new experiments and assignments
- c. Update existing course(s) or review of updated course(s)

### **5.5 UNIVERSITY / DEPARTMENT ACTIVITIES**

- a. Assist in BoS/NBA/NAAC /University/ School/ Departmental/ Centre/ Cell activities
- b. Manage Course files - preparation, updates on regular basis
- c. Develop of Laboratory activities

- d. Undertake evaluation – invigilation / proctoring, test management
- e. Participate in Academic Committees, Student Welfare Committees, Discipline Committee, Anti Ragging Committee, and other committees
- f. Perform any other academic activity as per the instructions from the Head of the Dept./ Vice-Chancellor
- g. Abide by the rules and regulation of the University issued from time to time

## **5.6 PERFORMANCE APPRAISAL OF TEACHERS AND OTHER ACADEMIC STAFF**

The overall assessment of each teacher shall be compiled by the Dean of the School concerned and a copy of the assessment shall be submitted to the Registrar after intimating it to the concerned teacher

## 6. CLASSIFICATION OF EMPLOYEES

**6.1 TEACHING STAFF:** The Teaching Staff comprises of the following categories:

- Professor
- Associate Professor
- Assistant Professor

**6.2 NON-TEACHING STAFF:** The non-teaching staff comprises of the following categories:

- |   |  |
|---|--|
| <b>a) Administrative staff</b>            | Administrative Officer/ Deputy Registrar/ Assistant Registrar, Accounts/ Audit Officer, Personnel Assistants, Hostel Warden  |
| <b>b) Ministerial service</b>             | Office Manager/Superintendent, Senior Assistant, Junior Assistant, Computer Operator, Receptionist/Telephone Operator  |
| <b>c) Support Service (Technical)</b>     | Workshop supervisors, System/Network Administrator, Computer Programmer, Laboratory Assistants, Mechanic, Electrician, Wireman, Plumber, Construction and maintenance Engineer |
| <b>d) Support Service (Non-technical)</b> | Driver, Peon, Attender, Ayah, Sweepers, Security guard/ Watchman, Cook   |

### 6.3 CADRE STRENGTH

The cadre strength of teaching and non-teaching staff shall be decided by the Board of Management and Governing Body of the University from time to time.

### 6.4 QUALIFICATIONS AND EXPERIENCE

#### 6.4.1 TEACHING STAFF

The University shall adopt the designations, minimum qualification and experience prescribed by the UGC/AICTE/NMC/NCTE/PCI/ICAR etc. for recruitment/promotion for its teaching faculty/academic posts.

The Board of Management shall from time to time, prescribe the minimum qualifications and experience in respect of such positions for which these are not clearly specified, keeping in view of the recommendations of the UGC/AICTE etc. for similar positions, if any.

#### 6.4.2 NON-TEACHING STAFF

The Governing Body/Board of Management shall, from time to time, prescribe the minimum qualifications and experience requirements of such positions.

## 6.5 AGE OF RETIREMENT

The academic staff shall retire on attaining the age of **sixty five years (65)** and staff other than academic services is **sixty (60) years**. However, the extension of services of the staff is as per the UGC/ AICTE / State Government norms.

## 6.6 METHOD OF SELECTION

To fill the posts shall be selected by one of the following methods as approved by the Governing Body/Board of Management:

- Direct recruitment by open advertisement.
- Promotions from amongst the existing staff
- Invitation.

## 6.7 NATURE OF APPOINTMENTS

- Ad-hoc Appointment or Temporary appointment:** These appointments are made to meet the exigencies of work as procedure for regular appointment may take time.
- Regular appointment:** These appointments are made by regular selection and recommendation by the competent committees.
- Contract appointment:** Teachers of repute or expertise can be appointed on contract basis for a particular period either for teaching/establishment of Laboratories/ administration/and setting up standards or any other specific work.

## 6.8 SELECTION PROCEDURE

- Teaching staff:** The appointment of teachers and such other academic posts shall be made by the recommendations of the Selection Committee fulfilling the rules and regulations as laid down from time to time by the UGC/AICTE and other concerned statutory bodies.
- Non-teaching staff:** The constitution of the selection committee for the selection of non-teaching staff and such other services of the University shall be as laid down in the statutes. Based on the recommendation of the selection committee and with the approval of the Governing Body/Board Management orders shall be issued to the selected candidates.

## 6.9 SELECTION COMMITTEE

- Appointment and promotions of teaching staff:** The Selection Committee shall be constituted for selecting suitable Teachers as specified in the statutes.
- Appointing of non-teaching staff:** The Selection Committee shall be constituted for selecting suitable non-teaching staff as specified in the statutes.
- Selection by promotion from the lower category shall be on the basis of proven merit and ability. Seniority shall be considered only when merit and abilities are equal.
- The Selection Committee interviews the candidates and makes its recommendations in order of merit. The Selection Committee may reject all the candidates if they are found not suitable.

- e. Selection Committee may adopt suitable procedure of selection of candidates and it is final. It is prerogative of the appointing authority either to appoint or reject the selected candidates.

#### **6.10 SCALES OF PAY**

- a. The UGC /AICTE scales of pay as applicable from time to time shall be adopted for the teaching staff.
- b. The staff other than academic service is paid consolidated salary at the time of joining till regularization of service on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employee service at Anurag University. It is fixed as per the discretion of the Management.
- c. Scales of pay and allowances and other financial benefits for various categories of staff shall be as decided by the Governing Body. Generally ad-hoc appointments and contract appointments are on consolidated pay. However, ad-hoc appointment of teaching staff can be on scale of pay depending on the need.

#### **6.11 APPOINTING AUTHORITY**

- a. All appointments are made as per the rules and regulations of Anurag University based on the recommendations of various committees. The recommendations of appointments are submitted to Governing Body/Board of Management for information and approval before issuing of orders. In case of any contingency, appointments can be ratified post-facto by the competent authority.
- b. No selected candidates shall have right or claim for the appointment merely on the basis that he/she has been selected.

#### **6.12 PROBATION**

- a. The minimum period of probation of a teacher shall be initially one (1) year from the date of appointment.
- b. The minimum period of probation in the categories of Administrative Service, Ministerial Service, Subordinate Service (Technical) and Subordinate Service (Non-Technical) staff shall be initially for a period of two (2) years from the date of appointment.
- c. The period of probation may be further extended at the sole discretion of the University, on the basis of the performance of the employee.

#### **6.13 SENIORITY (REGULARIZATION)**

Inter-se seniority of employees appointed to each grade shall be determined with reference to the date of joining and by the order in which their names are included in the selection merit list for the grade irrespective of their dates of appointment.

Seniority of an employee in a post shall be determined by the date of commencement of probation in that post. If more people are selected for appointment in the same panel the order of merit as recommended by the concerned selection committee in the said panel will be the order of seniority among them.

#### 6.14 RESIGNATION AND RELIEF/NOTICE PERIOD

**Resignation and relief/notice period:** The following procedure shall be adopted for employees to resign from the post they are holding.

Teaching Staff who completed Probation	Three (3) months notice or Three (3) months salary to be paid by the employee, in lieu of such notice
Non-Teaching Staff who completed Probation	Two (2) months notice or Two (2) months salary to be paid by the employee, in lieu of such notice
Teaching Staff on ad-hoc basis or contract basis or on probation	One (1) month notice or One (1) month salary to be paid by the employee, in lieu of such notice
Non-Teaching Staff on ad-hoc basis or contract basis	One (1) month notice or 1 month salary to be paid by the employee, in lieu of such notice

In case applications for seeking other employment/higher education are submitted through the proper channel to the management they may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any inconvenience to the academic program in the college. Normally, all resignations or request for relief shall be effective at the end of each semester or before the commencement of the academic year, so that the academic work is not affected and students are not inconvenienced.

**TERMINATION:** In case it becomes necessary to terminate the services of an employee for any reasons other than indiscipline the following procedure is adopted:

Teaching Staff who completed Probation	Three (3) months notice or Three (3) months salary to be paid by the University, in lieu of such notice
Non-Teaching Staff who completed Probation	One (1) month notice or one (1) month salary to be paid by the University, in lieu of such notice
Teaching Staff on contract basis or on probation	No advance notice
Others on probation	Two (2) months notice or Two (2) months salary to be paid by the University, in lieu of such notice

**6.15 TRANSFERS:** Non-Teaching Staff recruited for the University can be transferred across the Schools/Departments.

## **7. STAFF WELFARE ACTIVITIES**

### **7.1 MEDICAL COVERAGE**

All the interested and eligible staff/faculty members of Anurag University are extended the benefit of Group Medical Insurance. The coverage is to a maximum extent of rupees Three lakh/staff. This facilitates the staff to avail cashless facility in all the recognized hospitals in twin cities of Hyderabad for hospitalization cases. The benefit of Medical Insurance has been extended to the entire family (Staff, spouse & two children up to the age of 21 years).

### **7.2 EMPLOYEES PROVIDENT FUND**

The eligible members of the staff are enrolled under EPF Scheme and the contribution as fixed by the Government of India is deducted from their salary. This amount together with the management contribution will be deposited in the bank account of the Government department concerned within the stipulated time.

### **7.3 GRATUITY**

The eligible members of the staff are given Gratuity as per government norms.

### **7.4 EMPLOYEES STATE INSURANCE**

The eligible members of the staff are enrolled under ESI Scheme and the contribution as fixed by the Government of India is deducted from their salary.

### **7.5 TRANSPORT FACILITY**

Transportation facility from all the corners of the city are provided to the staff members at nominal charges.

### **7.6 CRECHE / DAY CARE CENTRE FOR CHILDREN OF EMPLOYEES**

Anurag University has a day care centre with caretakers for the wards of employees. Interested employees can avail the facility on all the working days.

### **7.7 BEST TEACHER / BEST EMPLOYEE AWARD**

The institution recognizes and motivates the staff/ faculty members by presenting the best male faculty, best female faculty and best non-teaching staff awards with an award money of Rs. 10,000 or as decided from time to time.

### **7.8 SUPPORT TO CHILDREN OF STAFF**

Children of staff who joins Anurag University under the non-convenor category is offered 50 per cent waiver in Tuition Fees.



## **8. CODE OF CONDUCT**

### **8.1 CODE OF CONDUCT**

Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.

Every University employee shall at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the University particularly in his/her relationships with the students. The Vice-Chancellor shall decide on cases of infringement of this rule.

An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Whenever leaving station, an employee shall inform the Competent Authority in writing through the respective HOD or the Dean, School Concerned directly if he happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters and provide his / her contact and mobile number.

### **8.2 TAKING PART IN POLITICS**

No University employee shall, while being on duty, take active part in politics which include holding elected office or otherwise in any political party standing for election to the State Legislature or the Parliament or take part in any other election on a party ticket.

### **8.3 CONNECTION WITH THE PRESS**

No University employee shall except with or during the continuance of the previous sanction of the Vice-Chancellor, own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication, other than academic journals.

### **8.4 PRIVATE TRADE OR BUSINESS**

No University employee shall engage directly or indirectly in any trade or business

### **8.5 EMPLOYMENT OR WORK NOT CONCERNED WITH THE UNIVERSITY**

No University employee shall undertake any employment or accept any remunerative or honorary work not connected with the University.

### **8.6 TUITION**

No University teacher shall engage himself/herself in coaching privately any student for any remuneration.

## **8.6 INSOLVENCY AND HABITUAL INDEBTEDNESS**

A University employee shall avoid habitual indebtedness or insolvency. A University employee who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts to the Vice-Chancellor.

An employee against whom Criminal Proceedings are initiated in a court of law shall immediately inform the Registrar of the University, through proper channel, regarding the details thereof.

Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time of two (2) months.

An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college / institution is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the appellate authority as indicated therein and the decision of the appellate authority thereon is final and binding on the employee.

## **8.7 TAKING PART IN STRIKES OR SIMILAR ACTIVITIES**

No University employee shall take part in any act or movement such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the University to disrepute.

## 9. DISCIPLINE AND APPEAL POLICY

### 9.1 WORKING HOURS

S. No.	Designation	In time	In time with grace time	Late mark valid up to	Out time
1	Teaching	9:00 AM	9:05 AM	9:15 AM	4:05 PM
2	Librarian	9:00 AM	9:05 AM	9:15 AM	4:05 PM
3	Technical	9:00 AM	9:05 AM	9:15 AM	4:05 PM
4	Non-teaching	9:00 AM	9:05 AM	9:15 AM	4:05 PM
5	Attenders/Peon/Gardeners	8:30 AM	8:35 AM	8:45 AM	5:00 PM
6	House keeping	8:00 AM	8:05 AM	8:15 AM	5:00 PM
7	Drivers*	9:00 AM	9:05 AM	9:15 AM	4:05 PM
<b>Lunch Time: 12:45 Noon to 1:15 PM</b>					

### 9.2 REPORTING

The staff of the Anurag University is expected to report on time everyday as per their scheduled timings. Fifteen (15) minutes delay is permissible. Late reporting more than three times will be considered as one day. All the staff should record their attendance by signing in the attendance register as well as in biometric system every day.

### 9.3 I-CARD AND DRESS CODE

All the staff of the University is expected to wear Identity Card everyday during the working hours. Formal dress code should be practiced on all working days.

### 9.4 LEAVING THE CAMPUS BEFORE TIME

Leaving the workplace and office campus before the time is strictly not permissible. It is allowed only to those employees who have taken prior permission of their reporting authority in case of any emergency.

### 9.5 APPEAL

All employees are liable for disciplinary action for disobedience misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.

Disciplinary action may be taken by imposing one or more of the following types of punishments and the following are the competent authorities to impose and appellate authorities for each type.

Nature of Punishment	Competent Authority to impose	Appellate Authority
Censure	Vice-Chancellor	Governing Body
With-holding of increment or promotion or effecting reduction in rank	Vice-Chancellor	Governing Body
Recovery from his / her salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach or orders	Vice-Chancellor	Governing Body
Removal or dismissal from service	Vice-Chancellor	Governing Body

**NOTE:**

- a. To discharge the services of an employee in the following circumstances does not amount to removal or dismissal from service within the meaning of the above rule.
  - A person engaged under contract within the terms of contract.
  - A person appointed on ad-hoc basis.
- b. Any employee either teaching or non-teaching may be kept under suspension from service when disciplinary proceedings against such employee is contemplated or pending for a period of six months and the same may be extended for a further period if Board of Management feels it necessary;
- c. An employee may also be kept under suspension where a case against him in respect of any criminal offence is under investigation, enquiry or trial.
- d. An employee shall be deemed to have been placed under suspension with effect from the date of his detention in Police Custody if he/she has been kept in the custody of Police for a period exceeding 48 hours pending of any registered Criminal complaint.
- e. An employee may be paid subsistence allowance during the period of suspension. The decision and the amount of allowance shall be as decided by the Board of Management.
- f. If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure to establish the grounds on which disciplinary action is to be taken, the committee shall consist of three members which may include the Dean/Director of the School and two other members appointed by the Board of Management /Governing Body.
- g. Before any of the penalties specified above is imposed against an employee of the University, it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him by intimating to the employee concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed. The employee shall be required within a reasonable time to put in a statement in writing,

of his/ her defense and to state whether he/she desires an enquiry or only to be heard in person. If he/she desires an enquiry and if the authority concerned so directs an enquiry shall be held. If no enquiry is sought to be held and if he/she had desired to be heard in person; a personal hearing shall be given to him/her. The proceedings shall contain sufficient recorded evidence and a statement of the findings and the grounds thereof.

- h. The above said enquiry requirements shall not apply where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him or punished under Indian Penal Code or punished for any other offence under any other Act or Acts.
- i. All or any of the above provisions may in exceptional cases for special and sufficient reasons be waived where there is a difficulty in observing those requirements.

## **10. LEAVE POLICY**

### **10.1 GENERAL POLICY**

- a. These rules apply to all employees of Anurag University
- b. They are deemed to have come into effect from the date of joining the institution
- c. Leave account of each employee is maintained separately by the Office of HR
- d. Unauthorized absence from duty not only results in cut in the emoluments for the period but also as misbehavior inviting disciplinary action.
- e. An employee on leave cannot take up any service or accept any other employment or remuneration.
- f. Application for leave on medical ground shall be accompanied by a Medical Certificate by a Registered Medical Practitioner.
- g. Any employee on leave or on vacation can be called back to duty in case of exigencies.
- h. All leaves can be availed only after due sanction by the sanctioning authority. Only in respect of casual leave applied due to sudden illness or such other emergency it can be availed before sanction. As far as possible it is obligatory to the employee to inform the sanctioning authority about his availment of casual leave.
- i. Notwithstanding the above, the management may consider special leaves as per individual case and exigencies.

### **10.2 CATEGORIES OF LEAVES**

#### **10.2.1 CASUAL LEAVE (CL)**

- a. Employees appointed on regular/ ad-hoc/ consolidated pay/ contract basis are eligible to avail twelve (12) days of casual leave in a calendar year or proportionate to the service put in by the employees during the year i.e. one (1) CL per month. If more than one (1) casual leave is availed in a month, the pay will be deducted for extra leaves taken.
- b. Casual leaves that are not availed by an employee during the calendar year, cannot be carried over to the next calendar year.
- c. Half day casual leave may also be granted for absence of half or less than half working day.
- d. Casual leave may be combined with holidays including Sundays in which case holidays and Sundays falling within the period of casual leave shall not be counted as casual leaves.
- e. An employee shall not be entitled to casual leave more than four (4) days at a time excluding Sundays and holidays subject to availability of accumulated casual leaves to the credit of employee for that year.

### **10.2.2 EARNED LEAVE – VACATIONAL STAFF**

- a. Employees declared as vocational staff are eligible five (05) days of earned leave in a calendar year after one completed year of service in addition to vacation.
- b. Accumulation of earned leave is limited to a maximum of one twenty (120) days in the entire period of service
- c. Earned leave may be granted on full pay and allowances during the leave, if availed

### **10.2.3 EARNED LEAVE – NON-VACATIONAL STAFF**

- a. Employees declared as non-vacational staff are eligible ten (10) days of earned leave in a calendar year each completed year of service.
- b. Accumulation of earned leave is limited to a maximum of one twenty (120) days in the entire period of service
- c. Earned leave may be granted on full pay and allowances during the leave, if availed
- d. Employees declared as non-vacational staff are not eligible to avail vacation

### **10.2.4 HALF PAY LEAVE**

- a. Half pay leave granted on the basis of medical certificate from a registered medical practitioner for a period of ten (10) days for each completed year of service to a regular employee. The leave shall be granted on half basic pay and allowances.
- b. Accumulation of half pay leave is limited to a maximum of one twenty (120) days in the entire period of service.

### **10.2.5 MATERNITY LEAVE**

- a. Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- b. Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

### **10.2.6 PATERNITY LEAVE**

- a. Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

### **10.2.7 EXTRAORDINARY LEAVE**

- a. Extraordinary leave shall be granted on private affairs or economic affairs not exceeding thirty (30) days at a time to a regular employee.
- b. Extraordinary leave shall be granted once for every two years of service without pay and allowances.

### **10.2.8 STUDY LEAVE**

- a. Study leave shall be granted to only regular employee after completion of probation period, to pursue higher studies or research in the interest of the institution.
- b. A teacher availing study leave shall undertake that he/she shall serve the University for a continuous period of three (3) years, post the study leave.
- c. On return from study leave the teacher shall produce a copy of completion certificate/course/research document/academic papers etc.
- d. Study leave shall be granted by the Board of Management/Governing Body on the recommendations of the concerned Dean of the School/Head of the Department concerned.
- e. Study leave shall not be granted for more than three years.
- f. Study leave shall be granted without pay and allowances during the leave period.

### **10.2.9 MARRIAGE LEAVE**

- a. Marriage leave shall be granted five (5) days to all employees of the University
- b. Marriage leave application should be accompanied with wedding card
- c. Marriage leave shall be granted on full pay and allowances during the leave

### **10.2.10 SPECIAL LEAVE**

- a. Special leave shall be granted to a teacher not more than ten days (10) in an academic year to attend meeting/conference/seminar/to present paper or any other scientific activity. The leave may be granted only two (02) times in a calendar year. Special leave shall not accumulate, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays and vacation.
- b. Sanctioning of special leave does not bear any financial commitment to the University.
- c. Application for granting on-duty leave (for assignments to be done outside the University like evaluation or for discharging official duty for the State / Central government) will be excluded from the Special Leave and dealt with separately. Any excess special leave over & more 10 days in an academic year will be considered on a case-to-case basis.



### 10.2.11 LEAVE SANCTIONING AUTHORITY

S.No	Kinds of leave	Category of employees	Authority to sanction
1	Casual leave	Registrar	Vice-Chancellor
		Controller of Exams./Deans/Directors/ Deputy Reg./Finance Officer	Vice-Chancellor
		Head of the Departments	Dean, School concerned
		Teaching staff	Head, Dept. concerned
		All categories of Non-teaching staff	Administrative Heads
2	Earned leave/ Half pay leave	CoE/ Deans/ Director/ Deputy Reg./ Finance Officer	Registrar
		Head of the Departments	Dean, School concerned
		Teaching staff	Head, Dept. concerned
		All categories of Non-teaching staff	Administrative Heads
3	Maternity / Paternity leave	All employees (Teaching and Non-teaching)	Registrar/ Vice-Chancellor
4	Extraordinary/ Marriage leave	All employees (Teaching and Non-teaching)	Registrar/ Vice-Chancellor
5	Study leave	All employees	Vice-Chancellor/ Board of Management
6	Special leave	Teaching staff only	Registrar/ Vice-Chancellor

## **11. TRAVEL POLICY**

- a. These rules will be called T.A. Rules and shall apply to employees of the University.
- b. An employee, when called upon to travel on work of the University or when otherwise permitted will be entitled to draw traveling expenses in accordance with the schedule of allowance in force from time to time.
- c. An employee can undertake a tour on University work only on specific written permission of Registrar/Vice-Chancellor.
- d. Journey should always be undertaken by the cheapest and the shortest route, unless otherwise sanctioned.
- e. Return or concessional tickets, when cheaper than two single journey fares should be purchased whenever available, if the conditions of the tour permit.
- f. Employees are eligible for re-imbursement of actual travel expenditure subject to the limitations as prescribed by the University. If the employee travels by a class other than the minimum available in train, they have to invariably mention the ticket no., date etc., in TA bill form.
- g. All the employees of the institution shall be governed by the TA rules of the University, in vogue from time to time. However in exceptional circumstances, the Management may on its discretion, pay a higher allowance to them than prescribed and reimburse the actual expenditure incurred, subject to production of the relevant vouchers/ bills.
- h. All TA bills must be submitted on the prescribed form as early as possible and not later than seven (7) days after completion of the tour, but before undertaking another journey. Otherwise advance, if any granted against T.A. will be adjusted from the salary next payable.

## **12. SUPPORT FOR HIGHER EDUCATION**

### **Ph.D. PROGRAMME**

- a. Faculty must have been appointed as regular faculty.
- b. Should have four years of continuous service in the current institution.
- c. Faculty and Institution has to execute a bond on a Rs.100 Non-judicial Stamp Paper on agreed terms.
- d. A limited support in terms of fees charged for coursework and use of research facilities at the research place where he/she has enrolled for qualification up gradation, expenses towards thesis writing and publication of related research papers, consumables, if faculty is registered for qualification up-gradation on full-time or part-time basis on case-to-case basis and/or finance department, on submission of bill of expenses in original.

### **13. SUPPORT FOR FACULTY DEVELOPMENT PROGRAMMES, WORKSHOPS, SEMINARS, CONFERENCES AND TRAINING PROGRAMMES**

#### **13.1 PROMOTION OF RESEARCH ACTIVITIES**

Faculty are encouraged to participate in various research activities and conferences, workshops and FDPs. Expenditure incurred by the faculty members is reimbursed as per the norms of the University.

#### **13.2 ELIGIBILITY**

- a. Faculty must have been appointed as regular faculty.
- b. Should have at least one year of continuous service in the current institution.
- c. Faculty should have submitted Training Need Analysis (TNA) for the current academic year.
- d. Faculty has to submit a proposal to the Registrar through Proper Channel consisting justification for attending the programme, benefits to the individual, name of the organizing Institute/Organization, department, venue, date, time, duration, programme agenda and a tentative Travel Plan. He/She has to submit financial estimate also, consisting registration fee, proceedings publication fee, travel mode, travel cost, DA, lodging.
- e. The application should reach to authority through proper channel after verification of need of attending the programme and recent TNA submitted.
- f. The faculty may proceed to finance department for drawing advance amount towards registration fee and travel cost only.
- g. After attending the event, the faculty has to submit a report on programme attended, copy of attendance certificate or participation certificate or any other achievement certificate, original registration fee receipt, TA/DA form with all original receipts.
- h. After submitting all the documents and only after settlement of advance amount, other expenses are reimbursed. The entire process is to completed within (15) days after attending the programme.
- i. Faculty attending conferences etc., he/she has to submit copy of paper published in conference proceedings
- j. Faculty is permitted to avail registration fee and local travel expenses as per applicable norms and rules when faculty attends a programme in-station but at an Institution other than the parent Institution.
- k. Faculty has to submit original boarding passes, if he/she avails air travel facility.
- l. TA/DA shall be paid as per Government of Telangana.
- m. Board of Management approval should be taken for International Travel

### **13.3 FINANCIAL ASSISTANCE**

- a. Registration Fee to the extent of Rs. 10,000/-
- b. Train fare to the extent of to and fro II Class AC for Professors and III Class AC for Associate Professors and Assistant Professors. However, travel undertaken for research projects will be as per the terms of the funding agency.

### **13.4 CONSULTANCY PROJECTS**

Faculty undertaking research / consultancy project will retain 80 per cent of the Consultancy fee and share the balance 20 per cent to the Department / University in lieu of using facilities provided and taking time off from work.